

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R00010012012803

DDS/OL/SD 70

PREPARE IN DUPLICATE

XXXXXXX

1. TITLE OF REPORT (if a fill-in report include Form No.)

Property On-Loan From Others

3. FUNCTIONAL AREA	X	PERSONNEL	TRAINING	ADMIN. GENERAL OTHER (specify)	STATISTICAL
		LOGISTICS	SECURITY		NARRATIVE
		MEDICAL	FINANCE		MACHINE-NAME LISTING

4. NO. OF COPIES PREPARED

1

Monthly

6. DISTRIBUTION (No. of components not number of copies)

1

7. FORMAT (memorandum, form computer print-out, etc)

Computer Print-Out

8. ADP PROCESSING

X	YES	IF YES GIVE ADP PROCESSING NO.
	NO	203

9. DIRECTIVE AUTHORITY REQUIRING REPORT

HR

STAT

10. PREPARING COMPONENT (include lowest level contributing information to report)

OCS, OL/SD/FSB

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-13	8.06	X	.5	=	4.03	X	12	=	48.36

B. COSTS OF COMPUTER PRODUCED REPORTS

				.75		12			9.00
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TOTAL COSTS PER YEAR

57.36

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

A consolidated record of other Agency Assets on loan to CIA. Required for periodic follow-up to ensure that the property is controlled and returned to its owner at the expiration of the loan period.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

X

RETAIN AS IS

OTHER (explain)

CHANGE

DISCONTINUE

ESTIMATED SAVINGS		
MAN-HOURS		
	STAT	

15. DATE OF INVENTORY

25 Sept 70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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